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# Board of Director’s Meeting Minutes

July 7, 2023

# Attendees

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| --- | --- |
| * Bryan Meadows, President * Dan Raper, Treasurer * Daniel Klyce * Natalie Drawdy * Gary DuPriest   Staff:   * David DeBiasi, Executive Director | * Joseph Cantor * Spencer Koch * Kathleen Hardesty * Trish Smith * Alex Watson |

# Call to Order President Bryan Meadows called the virtual meeting to order at 12:05 p.m. for the special purpose of reviewing and voting on the budget. He stated the Finance Committee had a meeting last week [and passed this budget with up to $20,000 more for salary should it be needed for hiring a Director of Development]. He asked Dan to give a report.

**Treasurer’s Report**

* From the last Board Meeting in May, we decided to continue to keep the accounting with our accounting firm while BIAV builds expertise in accounting. That is reflected in this budget.
* The updated FY 24 budget [updated from May 26] proposes to deficit spend to elevate the role of the Director of Development which is budgeted for up to $95,000 salary. It is part of a strategic push to invest in development and increase the difference sources of our funding and be less grant dependent. It is deficit spending because bringing on a Development Director requires time for them to get their feet underneath them. We would use some of our roughly $700K in cash.
* Tactically, we spoke in May about raises for camp staff and that is included. We also followed the advice from our auditor to invest in doing the things necessary to qualify for and have cyber insurance. That is reflected in the budget as well.

**Discussion**

Bryan requested David share the Excel budget spreadsheet on the screen for all to see [David shared the budget the Finance Committee reviewed on June 30].

Dan said we don’t expect to run a deficit in FY 25 or FY 26. We are spending in FY 24 to be able to get that revenue and more back in outgoing years. Ideally, 1 ½ to 2 times in return. Similarly, there is a little bit of expectation that we can save on accounting going forward as we build those skills in house and take back some services. It is spend and invest now to set us up for the future.

Gary asked if there was anyone in the finance committee meeting that questioned or was concerned about the deficit. Dan responded it is the natural response in seeing a negative number. There were lots of questions and concern over an hour-long meeting which is what ultimately made us comfortable. We asked does it set us up for the future and does it make sense in a purposeful way.

Gary wondered if we had a course to follow to make up the deficit in the next FY or are we waiting for the new person to come on board to set a course. Bryan responded that during the Finance Committee meeting, David reported what BIAA recommends for state affiliate development. [By hiring a full-time development professional] they see over a 2-3 year period there can be a 2-3 fold increase in revenue. But that does not happen in the first year, so it is an investment.

Bryan requested David to adjust the screen to show the budget income data. Bryan pointed out that donations [line 15] from other grants (e.g. Dashiell, Wawa, and Camp) have gone down by over $12,000 over the past two years. He pointed out that even if grant funding and other income stays stable with the amount of inflation that is going on we will be operating at a loss if we don’t start looking outside of grants. He noted the Finance Committee discussed this when looking at the red number [deficit spending]. We ran a budget with $75K deficit in FY 23 and we are doing OK because some [FY 23] salaries were not paid out [due to loss of staff], but overall our reserves are strong enough to cover this [FY 24 projected deficit]. He asked Dan to give an update on the current reserve status.

Dan said total cash position is about 700. We have about $400,000 of that in reserves and $300,000 in operating, but some of the operating cash hasn’t been moved into reserves because we know we are making some investments. Think of us as having $700K available for business and keeping roughly 300K in reserves. There is room for investment if we find the right places.

Bryan mentioned the other item discussed in the Finance Committee meeting was having a plan in place for the Director of Development; goals for this person to meet over a time period. This will take time to establish new relationships with new sources of revenue or increasing the grants we are receiving.

Gary expressed appreciation for the explanations and said he felt comfortable with the answers.

Kathleen asked about the large difference [from FY 23 to FY 24] in “Other Incomes” [line 9]. David explained that RMS [Random Moment Sampling], which was an annual income of over $10,000, started in FY 23 and ended abruptly in March due to a lack of authorization to use BIAV data. We did nothing wrong. [Random Moment Sampling is a process used by state agencies to account to the federal government which federally funded program their employees spend time on. Billions of dollars in reimbursement to the states are made based on the results of these random moment time studies.]

Kathleen asked what the final red number is. David scrolled to show $95,104. Bryan mentioned that part of the $95,104 is staff bonuses, but they are not paid out if we are operating in a deficit [greater than the budget allows]. Dan said past bonuses hadn’t been explicitly planned for so we wanted to put it in the budget this year. Bonuses will still need Executive Committee approval.

Kathleen asked about the $35,000 VDH Incentives on line 70 and David explained it is pass through dollars in the VDH grant [since 2020] to reward domestic violence programs that we recruit to screen for TBI.

Dan mentioned that the Finance Committee retroactively recommended to approved $6,750 total across the board in FY 23 staff bonuses. [Technically, the bonuses were approved by the Finance Committee on June 30 and they were paid out in a special payroll on July 3, 2023]. The decision should have gone before the EC. [David had acknowledged his mistake to the Finance Committee].

Bryan asked if FY 23 is closing in the positive. Dan said we are in the positive through May, but he expects us to be close to the red number [FY 23 budget had a deficit of $75K] as June is a heavy month of expenses including camp costs. [We will not know the full extent of June spending and income until July 20 at the earliest].

Bryan asked if there were further questions; hearing none: **Bryan made a motion to accept the fiscal year 2024 budget; all present were in favor and the budget passed.**

**Post Meeting**

Bryan asked David if he more to say noting David had been speaking when the meeting had been called to order. [While waiting for a quorum to arrive, David told members Anne sent them a thank you note for her gifts of a parting check and Tiffany watch. In addition, he mentioned that 18 of 45 camp counselors or leaders gave their time without monetary compensation. Daniel, Natalie, Katherine and Natalie agreed to send them personalized thank you cards. He will send the four self-addressed postage paid envelopes with blank cards to support their effort]. David responded to Bryan by saying DARS made a contract modification giving BIAV an additional $38,000 and it has not been worked into the budget. He suggested it could be discussed at the August Board meeting [Saturday, August 19, 9:30am – 12:30pm]. Bryan commented that this could help reduce that “red number.” Bryan also noted that the red number could be reduced by Board members’ pledges as well Board members encouraging friends to sponsor and provide donations to BIAV. He suggested using Facebook. Bryan remarked that in general we look forward to greater philanthropy in our future.

**Bryan made a motion to end the meeting; all present were in favor.**

Respectfully submitted by,

David DeBiasi, on behalf of

Board Secretary Vacancy